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Office Memorandum • UNITED STATES GOVERNMENT

TO : DD/TR(S)

FROM : Chief, Basic Training Division

SUBJECT: Registration of Students in Courses

DATE: 3 March 1953

1. It is suggested that the following matters be taken up with the Training Officers at the regular meeting:

2. Cancellations:

a. For the CAI which began on 2 March, fifty-five students were enrolled. Thirteen of these students were cancelled from the course after the deadline date, eight of these being cancelled on the opening day of the course (seven from PP, three from FI, three from PM; eight from FE).

b. In the OSC beginning on 2 March, six out of thirty-six students entered were cancelled on the first day. For three of these, the reason was given that they were already in the field.

3. From the administrative point of view, it is highly desirable that the class rolls be fixed on the deadline day and it is believed that most of these opening day cancellations can be avoided. The cooperation of the Training Officers is earnestly requested.

4. Late Registrations:

a. While recognizing the necessity of an occasional late registration, it is desired that these be held to an absolute minimum; particularly in the case of the OC. The registration of Mr. [] was made on 27 February, a week after the closing date. On this day, Mr. [] was still in the Air Force. He will not be cleared by I&S until late today and in order for him to be admitted to the briefing session tomorrow morning, we will have to take the word of the Foreign Division that he has in fact been cleared. Late requests for passes are jeopardizing the cooperation which we have been receiving from I&S.

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OTR/TR(S)/BTD/RBS:mmm (3 March 1953)

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